



King County
RECREATION PROGRAM MANAGER
DEPARTMENT OF NATURAL RESOURCES & PARKS/PARKS DIVISION
REGIONAL PARKS, POOLS & RECREATION
Annual Salary Range \$73,242 - \$92,839
Job Announcement: 04DU4220
OPEN: 5/12/04 CLOSE: 5/21/04

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Parks Human Resources, Attn: Resource Manager Recruitment, P.O. Box 3517, Redmond WA 98073 or fax to 206.205.5434 (we are not responsible for incomplete fax transmissions).** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications** not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Marymoor Park, 6046 W. Lake Sammamish Parkway NE Redmond, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The responsibilities of this classification include management, oversight, planning, organizing, directing and evaluating the regional parks, pools and recreation section. Incumbent responsibilities include providing comprehensive recreational, interpretive and educational programs, services and facility use in the King County parks system and include scheduling all facilities. Duties may include:

- Advanced knowledge of recreation, pool management, and interpretive programming techniques and practices.
- Knowledge of supervisory and management techniques and principles.
- Knowledge of marketing techniques and principles, to include development of entrepreneurial activities and programs.
- Knowledge of public policy analysis and development.
- Advanced knowledge of program development and project management techniques and principles.
- Advanced knowledge of natural, cultural and historical resource management issues.
- Knowledge of intergovernmental relations and legislative process.
- Oral and written communications, presentation, marketing and facilitation skills.
- Skill in applying human resource management techniques and principles and team building.
- Skill in applying financial management policies.
- Direct and supervise assigned staff, recruiting, hiring, training; conducting performance evaluations and disciplinary actions and making recommendations for termination.

- Oversee the development of program goals, policies and procedures that can be translated into recreation programs. Make recommendations to division or department management on changes or revisions to program goals, policies and procedures.
- Develop and monitor the section budget.
- Facilitate, promote and maintain relationships with public and private agencies, policy makers, administration, and special interest groups.
- Promote the value and needs of the recreational, interpretive and educational program and services to internal and external clients, groups and individuals.
- Oversee the development and implementation of marketing techniques and strategies for all recreation programs including special or major events.
- Review and make recommendations on development of capital improvement projects related to services and facilities.

QUALIFICATIONS: Educational requirements and prior experience: 10+ years of management and supervisory experience in a parks and recreation department or division. B.A. in natural sciences, recreation or public administration preferred. Understanding of local government mandates and programs. Knowledge of Word for Windows, Access, Excel, E-mail and the Internet.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License. Candidates must pass a pre-employment background check.